

Southeast Colorado Regional Housing Authority Request for Qualifications/Proposals

RFQ Issued: March 10, 2025

Proposals Due: April 11, 2025, by 5 p.m.

Introduction

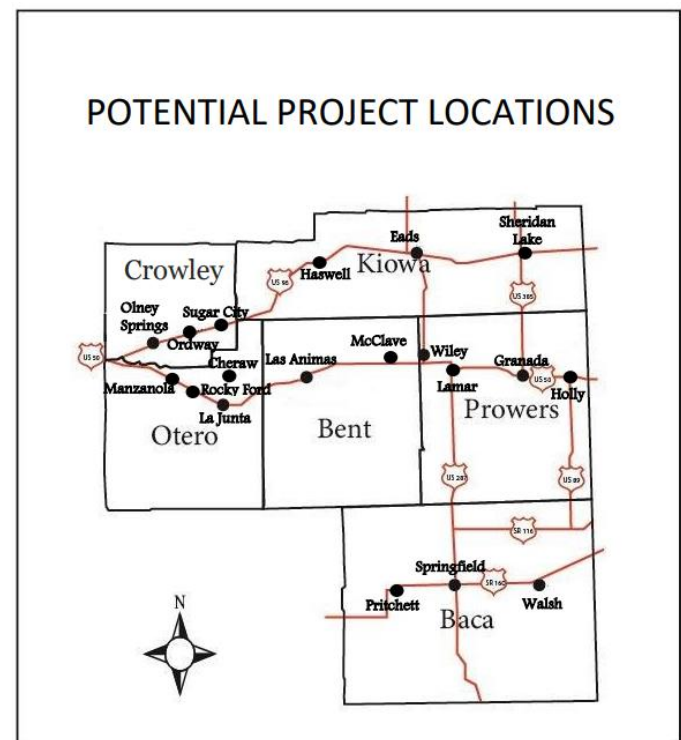
The Southeast Colorado Regional Housing Authority (SECRHA) is soliciting Request for Qualifications (RFQ) for architectural design services for the design of six units of affordable housing to be constructed in the next two years. The RFQ is for the initial design of floor plans, elevation, basic MEP layout plans, and cross sections of four single-family homes and two duplex designs. The required deliverables are detailed below. These homes will be built across a six-county region, and the plans are intended to assist with marketing, sales, and pricing.

Construction sets for each new home are not intended to be delivered under this scope. There are multiple sites across the six-county region and varying site conditions will require permit sets later. However, the selected firm must work with the local panel and truss manufacture and local contractor to ensure the home designs can be built at the local facility and pricing estimates can be achieved.

The goal of the RFQ scope of services is to ensure the selected firm completes all necessary design work to allow SECRHA to begin the presale process and bidding process for pricing units. The selected firm is required to work with SECRHA staff and local trades to ensure these designs can be delivered at affordable price points across the region.

The Project Area

SECRHA serves a six-county area in Southeast Colorado. This project may build in any of the locations shown on the map.



Project Budget

Architect/Engineer: \$20,000

RFQ Requirements

The format of this submittal is a formal PDF document.

1. **Cover Letter** (not to exceed two pages)
 - a. Background of your firm/project team and experience with design and development processes.
 - b. Your experience working with similar communities and your familiarity with Southeast Colorado.
 - c. Please provide specific and recent examples of lessons learned in similar communities and the solutions you have implemented going forward.
 - d. The reasons why the SECRHA should select your firm/project team.

2. **Scope of Design Services**

The selected firm will be required to develop a minimum of six floor plans with elevation, basic MEP layout plans, and cross sections under the scope of services. These designs will be marketed to potential buyers. These are not for construction. However, additional plan sheets showing truss systems and wall systems/sections will also be required to ensure the local panel and truss plant can build the homes. The selected design must be able to work with the local panel plant to ensure the final home design can be priced and manufactured locally.

Due to the diverse nature of the sites across the region, attention should be paid to the sites that are traditional grid lots and suburban lots. The SECRHA would like 2bed/2bath and 3bed/2bath designs for each of the following styles: ranch style, traditional grid lots, and two duplex designs. Typified floor plans are expected for the specified charrette unit types; however, preference will be given for the development team's ability to create unique styles by the provided siding treatments, porches, roof forms, and other design elements that ensure these are not cookie cutter suburban sprawl designs.

The selected firm is intended to complete future construction sets for future homes that will be built to local building codes. These constructions sets are not part of the proposed overall budget. For the purpose of this RFQ, the 2018 IRC will be the required building code. The costs for the construction services will be separate from this RFQ. It is anticipated the firm would prepare construction sets for building permits. Estimates for these fees should be an add on service on your bid sheet.

Please review the link to the video of the February 26, 2025, design charrette completed by the SECRHA Board (Appendix A) for information on the different community desires for these housing units. The meeting recording is available on the SECED website at www.seced.net

3. Presentation

All finalists will be required to publicly present their proposal to the SECRHA Board on May 28, 2025, in Lamar, Colorado, starting at 11am. A television and a pin up space will be provided for all presenters.

4. Project Approach

Describe the team's proposed approach to designing affordable housing projects. Describe any historical lessons learned and successful strategies for building attainable housing in other communities to meet price points. Please provide home examples from past projects and your firm's approach for engaging the SECRHA Board on soliciting design feedback.

5. Project Schedule and Timeline

Provide a detailed schedule for project completion with milestones that will be achieved within the tentative timeline below. The County is especially interested in project design proposals that have a final completion date of August 27, 2025.

6. Team

- Show your proposed organization chart.
- Describe the proposed team members.
- Describe team member experience with projects of this kind.
- Describe project team experience in developing plans and engaging with rural local governments previous examples applicable to this project.
- Indicate team member availability to work on this project.
- Indicate the location of team members performing work.
- Two references of similar projects.

Submission Requirements

The SECRHA is open to consideration of all creative and viable architectural/engineering services that are consistent with the objectives of this Request for Qualifications (RFQ).

Interested parties should review the contents and requirements of this RFQ and submit their responses no later than 5:00 p.m. on April 11, 2025.

Responses should be provided electronically in PDF format to Teale Hemphill at teale.hemphill@seced.net RFQ questions can be directed to Teale at (719)931-3488 or by email.

Technical questions can be directed to Michael Yerman at (719)221-5380 or Michael@myruralplanner.com

Evaluation Criteria and Selection Process

The RFQ selection recommendation will be made by SECRHA staff and consultants to the SECRHA Board.

Selection criteria will include:

1. Qualifications of proposed project team;
2. Proposed architectural designs, scope of work, and project process;
3. Successful history and experience with past projects in Southeast Colorado;
4. Overall strength of project proposal;
5. Proposed Project Schedule;
6. Proposed Budget;
7. References.

RFQ Timeline*

March 10, 2025	-RFQ issued and advertised
April 11, 2025	-Proposals due by 5 p.m.
April 15-21, 2025	-Reference checks, staff review, and final recommendation to SECRHA Board of Directors
May 28, 2025*	-Applicant presentations and firm selection by Board* (this date is subject to change based on agenda availability or if additional information is deemed to be required for the selection process)
June 2, 2025	-Execution of Professional Service Agreement
July 31, 2025	-Presentation of Designs to SECRHA Staff
August 27, 2025	-Presentation of Designs to SECRHA Board

General Conditions

Reserved Rights:

The SECRHA reserves the right to:

- Modify or cancel the selection process or schedule at any time*;
- Waive minor irregularities;
- Reject any and/or all responses to this RFQ and to seek new proposals when it is in the best interest of the SECRHA to do so;
- Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;
- Request any additional information or evidence from individual respondents, including but not limited to financial status;
- Judge the respondent's written or oral representations as to their veracity, substance and relevance to development of the Property, including seeking and evaluating independent information on any development team;
- Incorporate this RFQ and the selected team's response to this RFQ as a part of any formal agreement between the SECRHA and the respondent;
- Modify the development opportunity available to potential development teams.

Hold Harmless: By participation in this RFQ process, responders agree to hold harmless the SECRHA, their officers and employees from all claims, liabilities and costs related to all aspects of the responder selection process.

Public Information: All documents, conversations, correspondence, etc. between the SECRHA and respondents are public information subject to the laws and regulations that govern the Colorado Sunshine Law, unless specifically identified otherwise.

Expenses: All expenses related to any development team's response to this RFQ, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility of that development team.

We appreciate your interest and look forward to hearing from you.

Appendix A

SECRHA Housing Project Charrette Work Session February 26, 2025

Design discussions and decisions by the SECRHA Board are as follows:

- Number of plans and size – 6 total
 - Ranch 2bd/2bth and 3bd/2bth
 - Traditional 2bd/2bth and 3bd/2bth
 - Duplex 2bd/2bth and 3bd/2bth
- Roof
 - Pitch 5/12-8/12 range preferred
 - 30yr composite shingles
- Windows and Doors
 - Double hung
 - Front Picture windows on ranch style homes
 - Windows able to clean from inside
- Siding
 - Wood based siding or stucco
 - Potential stone accents
- Porch styles
 - Extended 12”-18” eaves, farm style, framed bungalow, or gable
 - No flat extended
- Appliances
 - Provide fridge, dishwasher, range (gas), sinks, microwave with hood vent, garbage disposals
- Storage
 - Coat closet by front door
 - Open concept for living and kitchen
 - Room for king bed in one bedroom, if possible
- Lighting, Flooring, Counter Tops, Cabinets
 - LED can lights
 - Solid counter tops
 - 9ft ceilings with ceiling fans
- Parking and Landscaping
 - Concrete driveways
 - Landscaping to be completed by future homeowners
- Foundations
 - Crawl space with stem walls
- Garage
 - Architect include attached and detached options
 - Attached Carports would also be considered